



## Instructions for completing the 2009 LSTA grant application



In 2009, institutions are eligible to apply for institutional literacy mini-grants. For more specific information about the eligibility, funding amount, requirements, and due date, please refer to the specific guidelines which are posted on the State Library's special and institutional library services website: <http://www.in.gov/library/2695.htm>. **Before applying for a mini-grant, please read the grant's guidelines carefully to assure that you fully understand all requirements** If you meet all requirements and are eligible to apply, a standard application has been created for all offered grant programs and is also located on the website. To be considered, all application materials must be received by the due date posted on the guidelines.

### 1. Before Filling in Application

Please note that **we will not accept grant applications created in Microsoft word**. The PDF grant application, available online, must be completed and in the space provided. Additional questions that may be required for some grant applications should be completed in the format requested in the grant specific guidelines. **Also, please do not staple the pages of your grant application; use a paperclip.**

It is recommended that you spend the necessary time to develop your answers to the questions, prior to completing the form. *Hint: By pre-writing your entries in a word-processor, you can save your work, paste answers into the PDF form, and compile better overall answers.*

Your final submitted proposal should reflect sufficient planning and organization. To be awarded grant money, project proposals must demonstrate how they will be able to use the funds provided within the allotted grant period and for the purpose of enhancing library services and programming in Indiana.

### 2. Filling in the Application

#### General Information

The first page of the application provides an overview of who is applying and how the overall goal of the project aligns with IMLS's six goals for LSTA spending <http://www.imls.gov/programs/programs.shtml> and how they align with the State Library's five-year plan <http://www.in.gov/library/files/LSTAPlan2008-2012.pdf> **Please answer each part; applications with missing information may not be considered.**

#### Part 1: The Abstract Section

Provide a brief summary of the overall project in 150 words or less. Briefly detail what your overarching goals are, how you will accomplish those goals, who you are serving, and why this project is important.

#### Part 2: The Needs Section

Further develop the need you identified in the abstract section. For example, if you stated in the abstract that by adding more books you are targeting library services to a special population, you need to clarify this further in the needs section by addressing why your community needs more access to books, identifying how you discovered this need, and providing evidence for how meeting this need is related to both IMLS goals and the goals of the State Library's five-year plan. *Note: Libraries that first identify a*

*need in their community and then develop their project idea around that need, the goals of IMLS, and the five-year plan are the more likely to be successful.*

### **Part 3: Goals, Activities, and Evaluation**

This section has three components. First, provide a statement of your goals for this project. Second, provide specific details about the activities necessary to complete these goals. Be sure to detail what will be done, who will be doing it, and a timeline for said activities. *Note: Without a well-developed activity plan, reviewers have no way to discern whether you can really achieve your goals.* Third, provide information about how you will evaluate whether or not the project achieved your goals. Specifically, provide information about how outputs and outcomes will be measured. Outputs are things that can be easily measured such as number of computers used, number of staff trained on a new software, etc. Outcomes are changes in behavior, attitudes, or skills sets, such as higher staff morale, increased information literacy, etc. *Note: For more information on how to measure outcomes, please see the information on outcome-based-evaluation provided on the Indiana State Library's Website:* <http://www.in.gov/library/2704.htm>

### **Part 4: Timeline**

Complete this form with the information you provided in section three's activities' narrative. Break down your activities into the following categories: implementation, communication, evaluation, and reports, and detail when and by whom each of these activities will be completed. Please remember to list the reports that you complete for the State Library, quarterly reports in July 2009, November 2009, and February 2010 and a final report in October 2010 of the following year.

### **Part 5: Communication Plan**

Detail how you plan to promote your project in the community. Please note that you must acknowledge IMLS in all publicity for projects using LSTA funded grants.

### **Part 6: Continuation Plan**

Provide a detailed plan for how you will be able to continue new programming and maintain new technologies purchased with LSTA funds. LSTA funds are intended to help libraries initiate new programming and purchase new technologies, libraries must have reasonable plans for continuing these services in the future with their own monies.

### **Part 7 & Part 8: The Budget**

The budget submitted with the grant application should reflect the total cost of the proposed project, as outlined in the application. LSTA funds can only be used for project costs defined as allowable by the federal government. For more details about allowable LSTA costs, please see Appendix A. Local funds whether in-kind or cash may be required depending on the individual grant program or the overall cost of the project. You must document your cash matching contributions in the grant application budget. For part 7, enter your prepared budget into the form, and in part 8, explain why each item requested is needed and how it helps you achieve your goals.

### **Part 9: Project Summary**

Please recap the information you provided throughout your application. Provide us with an abstract similar to part 1; inputs (people involved, supplies involved, funds involved); activities (briefly summarize what will be done); outputs to be achieved (increase circulation, more people in attendance, numbers using equipment, etc); outcomes to be achieved (developed understandings, enhanced literacy skills, etc); evaluation indicators (increased attendance, increased use of equipment etc); evaluation methods (how you will measure the above stated outputs and outcomes).

**Don't forget to have the appropriate authorities sign and review the application before submission.**

## **2. Application Review**

Grant applications are reviewed by a panel of outside reviewers and State Library staff. Grant applications are scored in relation to the criteria provided in the individual grant guidelines and the overall quality of the grant proposal.

Applicants will be informed of their status by late February 2009. Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not fully funded can file an appeal to the Indiana Library and Historical Board within 30 days of receiving notice about the reviewers' decision. To file an appeal, applicants must send a written request for a hearing to the Director of the Indiana State Library, Roberta Brooker ([rbrooker@lib.in.gov](mailto:rbrooker@lib.in.gov)), and should detail the basis for the appeal. A special ad hoc committee will be appointed, and they will arrange a meeting with the applicant to review and reconsider the recommendations and decision of the reviewers. The committee's findings and recommendations will be reported to the ILHB. The decision of the ILHB is final. For more information on this process, see Appendix B.

## **Appendix A: LSTA Allowable & Unallowable Costs**

In general, LSTA funds may be used for most of the project costs. However, federal funds may not be used for any previously existing costs, such as staff salaries and benefits, administrative fees, or on-going maintenance and building fees. In addition, LSTA funds may not be used for food or entertainment. Advertising, public relations, and promotional materials costs are usually not considered an allowable cost, unless the promotional material is directly related to meeting the goal of the project. Please contact Amy Holliday ([aholliday@lib.in.gov](mailto:aholliday@lib.in.gov) or (317) 234-6550) if you have any questions about what may or may not be allowable as you are completing your project budget.

For more information, the federal government has defined and discussed in full allowable costs in the following circulars:

- Cost Principles for Educational Institutions (formerly OMB Circular A-21) Code of Federal Regulations 2 CFR 220 ([http://www.whitehouse.gov/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/omb/fedreg/2005/083105_a21.pdf))
- Cost principles for State, Local, and Indian Tribal Governments for State Library Agencies (formerly OMB Circular A-87) Code of Federal Regulations as 2 CFR 225 ([http://www.whitehouse.gov/omb/fedreg/2005/083105\\_a87.pdf](http://www.whitehouse.gov/omb/fedreg/2005/083105_a87.pdf)); and
- Cost Principles for Non-Profit Organizations (formerly OMB Circular A-122) Code of Federal Regulations as 2 CFR 230 ([http://www.whitehouse.gov/omb/fedreg/2005/083105\\_a122.pdf](http://www.whitehouse.gov/omb/fedreg/2005/083105_a122.pdf)).

## **Appendix B: Procedure of Appeal for Review of Action on LSTA Proposals**

An LSTA project applicant (a library, school corporation, or other institution) whose proposal for funding was denied or not fully granted by actions of the Indiana Library and Historical Board will, upon request, be provided an opportunity for hearing.

Following consideration of the proposal, the Indiana State Library will provide written notification to the applicant of the recommendations of the Indiana State Library Advisory Council (ISLAC) and its subcommittee(s) and the decision of the Indiana Library and Historical Board, together with reasons for the recommendations and decision.

Those who are either not funded or not fully funded can file an appeal to the Indiana Library and Historical Board within 30 days of receiving notice about the reviewers' decision. To file an appeal, applicants may send a written request for a hearing to the Director of the Indiana State Library, Roberta Brooker ([rbrooker@lib.in.gov](mailto:rbrooker@lib.in.gov)), and should detail the basis for the appeal.